

~~SECRET~~

9 April 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Review of Vital Records Program

1. This memorandum submits in paragraph eight a recommendation concerning the Agency Vital Records Program.

2. For some time I have felt that Agency components were not sufficiently concerned with their Vital Records selection and storage. Further, the lack of space at the Records Center prompted my predecessor to eliminate duplicate records storage by having bulky files serve the combined needs of Archives, Vital Records, and of some inactive Office Records deposits.

3. My inquiries resulted in a paper by [ ] last December indicating other problem areas. I requested a more detailed analysis with interviews of records officers and the CIA Emergency Planning Officer.

25X1

4. [ ] interviews stimulated the attached memo from Col. [ ] which:

- a. warns of the dangers in a neglected Emergency Program.
- b. specifies the command responsibilities for selection of emergency records.
- c. offers to write a memo for Agency distribution if we note any "diminution of effort" in our emergency Vital Materials Program.

5. [ ] survey stimulated a few offices (OBGI and OP) to complain to me about the danger of combining their documents for Archival and Vital Records use. The Chief of the Records Center insists the space saving is necessary and that the records are readily available although they are not all in one exclusive Vital Records Section. The Relocation Teams plan to work in that building. Last week [ ] installed 15 telephone jacks in the Records Center. If they work as planned, then [ ] is correct, the combined records would be available. But if the records are to be moved hastily in

~~SECRET~~

~~SECRET~~

an emergency then this is a new consideration not in the existing plans and the consolidated records would take more time to locate and move than would segregated and duplicated collections.

25X1 6. [ ] study is attached for your information. His back-ground review of the Agency Emergency Planning is interesting and  
25X1 indicates our efforts since 1948 predate President Truman's Executive Order of 1952. [ ] findings prompt him to question:

- 25X1 a. [ ]
- b. Whether more equipment is needed for non-paper records.
- c. Whether the selected Vital Records are approved, adequate, or available.

25X1 7. [ ] recommendations are:

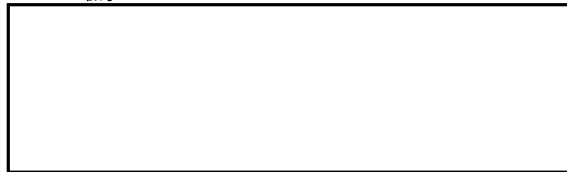
- a. Construct an underground Vault at Headquarters.
- b. [ ] 25X1
- c. Coordinate Emergency Planning with Records Officers.
- d. Provide training on the Vital Records Program.
- e. Maintain a segregated Vital Records Collection.
- f. Improve Vital Records methods.
- g. Coordinate Schedules of Vital Records to be selected and stored.
- h. Sub-divide the Vital Records Collection for storage economy.
- i. Include Vital Records in Emergency Planning.
- j. Coordinate proposed changes in Schedules that effect users.
- k. Conduct annual on-site Emergency Relocation Tests.

25X1 8. Each of [ ] proposals are feasible and valid. The Vital Records Program depends on the Agency Emergency policy and is contingent upon the Records Center decision being considered by the Deputy Director for Support. In light of the foregoing, I recommend:

~~SECRET~~

~~SECRET~~

- a. The attached study should be provided to Mr. Bannerman and Mr. Coffey and added to the background on the overall Records Center proposals submitted to Mr. Coffey in our memorandum of 20 March 1968.
- b. The Emergency Planning Committee should be briefed by me or
- c. The offer by  to write a circular letter on emergency needs should be accepted.
- d. Action on the Study recommendations a, b, and e will hinge upon the Agency solution to the records storage space problem and will be followed up at that time.
- e. The remaining eight recommendations should be sanctioned by Mr. Bannerman and the managers of the Emergency Planning Committee and Vital Records Program directed to proceed with their implementation.



CIA Records Administration Officer

Attachments:

1. Emergency Planning Officer Memo
2. Vital Records Report, 2 April 1968

~~SECRET~~

**SECRET**

2 April 1968

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Vital Materials and Records for Use During  
an Emergency

25X1 1. [ ] of your staff has conferred with me regarding the current status of the procedure for keeping timely vital materials and records on file at the emergency relocation center [ ]. Accordingly, 25X1 I believe that this would be an appropriate time to review and restate the policy governing this procedure.

2. Today, as in the past, it is highly important to have up-to-the-minute documents and records materials available for use on short notice, or no notice at all, to the members of the Initial Emergency Relocation Force upon their arrival [ ] should enemy action necessitate the relocation of our headquarters there. The need for this requirement has not abated and will not abate unless and until all threats to the national security have been resolved.

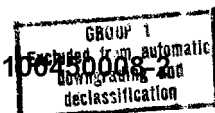
25X1 3. Two basic steps are involved in achieving the level of sufficiency needed to fulfill this requirement. The first step is the selection of materials for deposit [ ] the second step is 25X1 the maintenance of a system for the transmittal of the selected materials to [ ] and the withdrawal of such materials as they become obsolete.

25X1 4. The selection of the materials is necessarily a command responsibility which must be exercised under the authority of the Deputy Directors down through the channels of their respective Directorates. They, and they alone, have the means of determining what documents and materials would be needed by the members of their quotas of the Initial Emergency Relocation Force upon arrival [ ] for activation of the emergency headquarters. The process of keeping the materials timely is a constant one which should keep pace with affairs and conditions of the day.

5. The transmittal of the selected materials and the withdrawal of those which they supplant likewise must be carried on continuously. I understand that the records management officers of the various units are authorized to exercise this transmittal responsibility, once the materials have been selected by designated officials within their respective units.

25X1 6. I believe that it is important for all persons concerned with this process to understand and recognize the difference between the procedures and criteria involved in the selection and transmission of vital materials required for emergency use, and those used in the handling of the retired records and the archival materials sent [ ] for storage in the records center.

**SECRET**



~~SECRET~~

7. The very nature of the two species of materials indicates that they do not mix, and that each should be given the separate attention which it deserves. I firmly believe that the great importance of having the best and timeliest vital materials immediately at hand in useable form upon the occurrence of an emergency justifies whatever effort is needed.

8. If at any time you or members of your staff have reason to believe that any elements of our Agency have lost their awareness of the importance of careful selection and deposit of such materials, I would appreciate your bringing this to my attention. I do not, of course, have command authority to exact from anyone any particular standard of performance in this field, in addition to which, as I pointed out above, the heads of the operating elements are the people best qualified to assess their needs in this regard. However, as the staff officer charged with the responsibility for insuring continuity of our mission in time of emergency, I have a strong and abiding interest in the efficacy of our emergency vital materials program. If we were to become aware of any diminution of effort along this line, I would be glad to prepare and recommend for the signature of the Executive Director-Comptroller a memorandum for distribution through the Directorates, reiterating the basic policies discussed above.

25X1

CIA Emergency Planning Officer

~~SECRET~~

